ESF-8
Portal

Exercise Plan (ExPlan)

2013 ESF 8 Functional Exercise

Draft: March 27, 2013

Emergency Support Function - 8
STATE OF LOUISIANA
UNION JUSTICE
CONFIDENCE
Health and Medical Response

PREFACE

The 2013 ESF 8 Functional Exercise is sponsored by The Louisiana Department of Health and Hospitals (DHH). This Exercise Plan (ExPlan) was produced with input, advice, and assistance from the ESF 8 Exercise Planning Team, which followed guidance set forth in the U.S. Department of Homeland Security (DHS) Homeland Security Exercise and Evaluation Program (HSEEP).

This ExPlan gives officials, observers, and players from participating organizations information they need to observe or participate in a mass casualty incident response exercise that focuses on participants' emergency response plans, policies, and procedures as they pertain to mass casualties. The information in this document is current at the date of publication, September 28, 2012, and is subject to change as dictated by the ESF-8 Exercise Planning Team.

HANDLING INSTRUCTIONS

1. The title of this document is the *2013 ESF 8 Functional Exercise Plan (ExPlan).*

2. Information gathered in this ExPlan is designated as For Official Use Only (FOUO) and should be handled as sensitive information that is not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or in part, without prior approval from DHH is prohibited.

3. At a minimum, the attached materials will be disseminated strictly on a need-to-know basis and, when unattended, will be stored in a locked container or area that offers sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.

4. For more information about the exercise, please consult the following points of contact (POCs):

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Exercise Director:

Dr. Rosanne Prats
Emergency Preparedness Director
Louisiana Department of Health and Hospitals
628 North 4th
Baton Rouge, LA 70821
225-342-5168 (office)
rosanne.prats@la.gov

Exercise Support Team POC

Henry Yennie
Executive Management Officer
628 North 4th
Baton Rouge, LA 70821
225-342-0428 (office)
henry.yennie@la.gov

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CHAPTER 1: GENERAL INFORMATION

Introduction

The 2013 ESF 8 Functional Exercise is designed to establish a learning environment for players to exercise emergency response plans, policies, and procedures as they pertain to certain key ESF 8 operations, including facility support, data cell operations, hospital and nursing home patient evacuation, cemetery disruptions and other scenarios.

The basic scenario for this exercise is a multi-day hurricane that spans about 60 hours from H-96 to H-36. The general forecast is for landfall of a Category 3 hurricane along the central and southeast coast of Louisiana. As a result of high confidence in this forecast, GOHSEP Crisis Action Team is activated along with full activation of the State Emergency Operations Center (EOC). All Emergency Support Functions (ESFs) and staff are activated and asked to begin manning the EOC on a 24-hour basis.

GOHSEP has established twice-daily Unified Command Group briefings with the first starting at 10:00 AM and the second starting at 5:00 PM each day. Following are the basic actions that are planned for execution:

- Some evacuations of healthcare facilities (hospitals and nursing homes) will occur.
  - Hospital evacuations are planned through both the Department of Defense and the FEMA/AMR Aero-Medical Marshaling Points (AMPs).
- The State CTNS[1] system will be evacuated and ESF 1 and ESF 6 will evacuate some residents out of the New Orleans area to the State Mega-Shelter.
- The impact of pre-landfall storm effects will cause some power failures at critical healthcare facilities, requiring the use of generators along with potential resource requests for fuel and generator replacements.

Key Scenarios

There are several key scenarios and injects that will occur during the exercise. These are summarized below:

Mass Casualty/Mass Fatality Incident

At approximately H-54 on Day One of the Exercise two CTNS buses, carrying evacuees from the Region 1 area, will crash on I-49 near Bunkie, LA. The incident is a major accident that causes both vehicles to burn and almost all passengers to suffer major injuries. Approximately 35 to 40 passengers are dead at the scene.

Local EMS units respond to the accident, accompanied by local law enforcement and the Louisiana State Police. One of the EMS unit Paramedics first on scene assumes Incident

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[1] CTNS = Critical Transportation Needs Shelter

Command for patient triage and routing. All EMS units in the area are dispatched to transport the injured to hospitals in the Region 4 and 6 areas. The EMS Incident Commander notifies the Louisiana Emergency Response Network (LERN) and begins coordinating patient transport with LERN. LERN will use the ESF 8 Resource Management system to gain visibility into available hospital resources statewide and use that visibility to assist the EMS units in patient routing.

In consultation with the local coroner and the EMS Incident Commander, LERN contacts the State ESF 8 to activate the Mass Fatality DRC network. The local coroner, with assistance from the Mass Fatality DRC network, develops a concept of operations to manage the large number of fatalities.

At the request of the local coroner and the State ESF 8, the Louisiana State Police (LSP) assist in taking the lead on identification of missing persons as large numbers of calls start to come into local law enforcement, local hospitals, and the coroner's office. News media begins to arrive on the scene requesting information on the injured and dead. LSP coordinates with ESF 1 and ESF 6 to obtain the manifests for the buses and provide this information to the coroner. Part of the concept of operations is the planning for a family assistance center (FAC) to manage inquiries from victim's families and the news media. The FAC will also house ante-mortem data collection activities necessary to identify the deceased, many of whom are burned beyond recognition.

Patient Movement Scenario

The risk assessment for the approaching storm has caused ESF 8 to activate the Medical Institution Evacuation Plan (MIEP) for the evacuation of hospital patients from facilities in high-risk areas. This begins at H-72 on Day One of the exercise with a simulation of the H-72 Conference Call. As a result of this call, the decision is made to activate Aero-Medical Marshaling Points (AMPs) at the Lakefront Airport, the Houma-Terrebonne Airport, and the St. Tammany Airport.

High-risk hospitals will implement their evacuation plans, part of which involves uploading their remaining patient census into the At Risk Registry, indicating which of those patients will evacuate through the MIEP. Both the Department of Defense (DoD) and the AMR AMP operations will be deployed.

Hospitals will upload their patient lists, providing the required information for patient movement by DoD or AMR, and Hospital DRCs will assist in reviewing the data for completeness. The State ESF 8 will generate Patient Movement Requests (PMRs) and forward them to DoD and AMR, both of whom will create transportation plans for the evacuating patients.

The DoD plans include the creation of a manifest document for ESF 8 that is uploaded into the At Risk Registry. Evacuating hospitals and the Hospital DRCs will use this manifest to plan for patient transport tond the DoD AMP.

The AMR plans include the review of the patient data, on-site evaluation of the evacuating patients at each facility by two-man teams, and entry of evacuation data into the JPATS system. AMR and the federal patient movement teams will use JPATS to track their evacuating patients, and the data will be transmitted to the At Risk Registry for visibility by the hospitals, DRCs, and the State ESF 8.

In addition to hospital patient movement, a number of nursing homes and adult residential care programs will also evacuate residents. These facilities will use EMSTAT to track patient movement, and they will request ground transport assets as needed from ESF 8.

The Data Cell will use the hospital patient data in the At Risk Registry and the nursing home/adult residential care program data in EMSTAT to brief ESF 8 leadership on total patient movement activities.

Volunteer Management Scenario

On Day 2, 100 inpatient evacuees have arrived at a Region 7 hospital(s) "A" with minimal nursing staff overwhelming hospital "A's" staff capability. After exhausting local and regional resources, a request is made to the hospital DRC for additional Registered Nurse assistance from ESF8.

The hospital DRC communicates the request to the GOHSEP EOC staff, and the DHH EOC is tasked with instituting a LAVA request for volunteers. Upon receiving some volunteer offers, the LAVA staff communicates with the Region 7 stakeholders about receiving and managing volunteers.

Summary

This exercise is a complex event that requires detailed planning. To ensure an effective exercise, subject matter experts (SMEs) and representatives from numerous stakeholder groups have taken part in the planning process and will take part in exercise conduct and evaluation.

This Exercise Plan (ExPlan) was produced at the direction of the Exercise Director with input, advice, and assistance from the ESF-8 Exercise Planning Team. This exercise is evidence of the growing public safety partnership between State and local jurisdictions regarding the response to the threat of mass casualty incidents that our Nation and communities face.

Confidentiality

The 2013 ESF 8 Functional Exercise is an unclassified exercise. Control of information is based on public sensitivity regarding the nature of the exercise rather than actual exercise content. Some exercise material is intended for the exclusive use of exercise planners, controllers, and evaluators, but players may view other materials that are deemed necessary to their performance. All exercise participants may view this ExPlan.

All exercise participants should use appropriate guidelines to ensure proper control of information within their areas of expertise and protect this material in accordance with current respective agency directives.

Public release of exercise materials to third parties is at the discretion of the Exercise Planning Team.

Purpose

The purpose of this exercise is to evaluate player actions against current response plans, systems, protocols, and capabilities for a significant statewide event and/or incident.

Target Capabilities

The National Planning Scenarios and establishment of the National Preparedness Priorities have steered the focus of homeland security toward a capabilities-based planning approach. Capabilities-based planning focuses on planning under uncertainty because the next danger or disaster can never be forecast with complete accuracy. Therefore, capabilities-based planning takes an all-hazards approach to planning and preparation that builds capabilities that can be applied to a wide variety of incidents. States and urban areas use capabilities-based planning to identify a baseline assessment of their homeland security efforts by comparing their current capabilities against the Target Capabilities List (TCL) and the critical tasks of the Universal Task List (UTL). This approach identifies gaps in current capabilities and focuses efforts on identifying and developing priority capabilities and tasks for the jurisdiction. These priority capabilities are articulated in the jurisdiction's homeland security strategy and Multiyear Training and Exercise Plan, of which this exercise is a component.

The capabilities listed here have been selected by the Exercise Planning Team. The purpose of this exercise is to measure and validate performance of these capabilities and their associated critical tasks. The selected capabilities are:

- Communications
- Community Preparedness and Participation
- Emergency Operations Center Management
- Emergency Triage and Pre-Hospital Treatment
- Fatality Management
- Medical Surge
- Volunteer Management

Exercise Objectives

The Exercise Planning Team selected objectives that focus on evaluating emergency response procedures, identifying areas for improvement, and achieving a collaborative attitude. This exercise will focus on the following objectives:

- **Information Systems**

    o   Assess the ability of all critical healthcare facilities to use the appropriate systems in the ESF 8 Portal to provide status information within the requirements published by State ESF 8 officials.

    o   Assess the ability of the Data Cell to organize and obtain missing status data from facilities failing to report.

    o   Assess the ability of the respective associations to support data collection from facilities in coordination with the Data Cell

    o   Assess the ability of facility to report significant events (such as power loss or fuel shortages) and to support patient evacuations in the appropriate ESF 8 systems.

    o   Assess the ability of ESF 8 leadership to use the appropriate ESF 8 systems to communicate with facilities and other stakeholders, including decision-making groups for patient evacuation.

    o   Assess the ability of Regional ESF 8 teams to use appropriate ESF 8 systems to support patient evacuation activities at Aeromedical Marshaling Points and other venues.

    o   Assess the ability of the Data Cell to communicate significant information on demand to the ESF 8 leadership, using the appropriate ESF 8 systems and tools.

    o   Assess the ability of LERN and other ESF 8 coordinators to effectively use the appropriate ESF 8 systems to effectively execute their responsibilities.

- **Mass Casualty/LERN Protocol Testing and Medical Surge**

    o   Assess LERN protocol and applicability for the potential mass casualty situation.

    o   Assess the affected hospitals' ability to demonstrate surge capacity reporting.

- **Mass Fatality Protocol Testing, Surge Capacity, and Mutual Aid Response**

    o   Assess the LERN protocol for communicating a potential mass fatality situation.

    o   Assess the Mass Fatality DRC Network's ability to provide a planned response

    o   Assess the ability of the State ESF 8 to communicate with the Mass Fatality DRC network

    o   Assess the Mass Fatality DRC Network's ability to develop a CONOPS for an expected cemetery disruption incident post-storm.

- **Patient Tracking and Medical Surge**

  o Assess the ability of hospitals, nursing homes and adult residential care facilities to effectively implement patient tracking for patient reception and status reporting during the exercise.

- **Emergency Operations**

  o Demonstrate the ability to activate, staff, and operate the GOHSEP State ESF 8 EOC team
  o Demonstrate the ability to activate, staff and operate the ESF 8 Data Cell.
  o Demonstrate the ability to activate, staff, and operate Aero-medical Marshaling Points in selected areas.

- **Communications**

  o Assess the ability of ESF-8 to establish and maintain communications with and disseminate information to critical healthcare facilities using appropriate ESF 8 systems.

- **Volunteer Management**
  o Assess and demonstrate the ability for Region 7 hospitals to request volunteers from the ESF8 system and LAVA.

CHAPTER 2: EXERCISE LOGISTICS

Exercise Summary

General

The 2013 ESF 8 Functional Exercise is designed to establish an environment for key players in ESF-8 to exercise plans and procedures for use of ESF 8 systems in a large-scale statewide event or incident. The 2013 ESF 8 Functional Exercise will be conducted on June 25 and 26, 2013.

This exercise was designed based on the After Action findings from Hurricane Isaac in the summer of 2012. The Exercise will take place at various locations throughout the state, including the State GOHSEP EOC and other regional locations. Exercise play is scheduled until the Exercise Director determines that the exercise objectives have been met at each venue.

Assumptions

Assumptions constitute the implied factual foundation for the exercise and are assumed to be present before the exercise starts. The following general assumptions apply to this exercise:

- The exercise will be conducted in a no-fault learning environment wherein systems and processes, not individuals, will be evaluated.

- Exercise simulation will be realistic and plausible, containing sufficient detail for an effective response.

- Exercise Players will react to the information and situations as they are presented in the same manner as if it was a real emergency incident.

- The goals and objectives of the exercise are consistent with functional area operations and technical plans and procedures, whenever possible, as long as safety, cost effectiveness, and common sense are not compromised.

- Exercise Players have had the opportunity prior to the exercise to review their organizations' respective plan, procedures and protocols and Players understand their specific roles and responsibilities.

Artificialities

In any exercise a number of artificialities may be necessary to complete play in the time allotted. During this exercise, the following apply:

- Please note that certain events such as power outages are scheduled to occur in this exercise earlier than they normally would in a real event. The purpose is to ensure that enough time is available to test the response to these incidents.

- The participants may need to balance exercise play with real-world emergencies. It is understood that real-world emergencies will take priority.

- The exercise will be played in real time. Some events, however, may be accelerated to meet exercise objectives.

- The scenario is plausible, and events occur as they are presented.

- There is no "hidden agenda", nor any trick questions.

Exercise Participants

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise are as follows:

- **Players.** Players are personnel who have an active role in responding to the mass casualty incident and perform their regular roles and responsibilities during the exercise. Players initiate actions that will identify, and respond to the casualties.

- **Controllers.** Controllers set up and operate the exercise site, plan and manage exercise play, and act in the roles of response individuals and agencies that are not playing in the exercise. Controllers direct the pace of exercise play; they routinely include members of the Exercise Planning Team. In this exercise, Controllers will also function as the SIMCELL. They provide key data to players and may prompt or initiate certain player actions to ensure exercise continuity.

- **Evaluators.** Evaluators evaluate and provide feedback on a designated functional area of the exercise. They are chosen on the basis of their expertise in the functional area(s) they have been assigned to review during the exercise and their familiarity with local emergency response procedures. Evaluators assess and document participants' performance against established emergency plans and exercise evaluation criteria, in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) standards. They typically are chosen from planning committee members or agencies or organizations that are participating in the exercise.

Exercise Tools

Master Scenario Events List (MSEL) and Exercise Evaluation Guide (EEG) Package

The MSEL/EEG Package combines both the MSEL and the EEG into one document with cross-references to assist in the evaluation. It outlines benchmarks and injects that drive exercise play and details realistic input to exercise players, as well as information expected to emanate from simulated organizations (i.e., nonparticipating organizations, agencies, and individuals who usually would respond to the situation). An inject includes several items of information, such as inject time, intended recipient, responsible controller, inject type, a short description of the event, and the expected player action.

Exercise Implementation

Exercise Play

The Exercise will begin at 8:00 AM on June 25th with an announcement from the State ESF 8 through the ESF 8 messaging system that summarizes the exercise scenario along with other pertinent information for facility reporting requirements. The Exercise proceeds according to events outlined in the MSEL, in accordance with established plans and procedures. The exercise will conclude after completion of operations and attainment of exercise objectives, as determined by the Exercise Director. The exercise is expected to end at 12:00 PM on June 26th.

Exercise Rules

The following general rules govern exercise play:

- Real-world emergency actions take priority over exercise actions.

- Exercise participants will comply with real-world response procedures, unless otherwise directed by the control staff.

- Exercise participants who place telephone calls or initiate radio communication must identify the organization, agency, office, or individual with whom they wish to speak.

Safety Requirements

General

Exercise participant safety takes priority over exercise events. Although the participants involved in the 2013 ESF 8 Functional Exercise come from various response agencies, they share the basic responsibility for ensuring a safe environment for all personnel involved in the exercise. Because aspects of an emergency response are dangerous, professional health and safety ethics should guide all participants to operate in their assigned roles in the safest manner possible. The following general requirements apply to the exercise:

- All players are considered safety officers for this exercise.

- The Exercise Director will service as the Lead Safety Controller.

Exercise Setup

Exercise setup involves pre-staging and dispersal of exercise materials, including registration materials, documentation, signage, and other equipment as appropriate.

Electrical and Generating Device Hazards

Not applicable.

Accident Reporting and Real Emergencies

The following procedures should be used in case of a real emergency during the exercise:

- Anyone who observes a participant who is seriously ill or injured will first advise the nearest controller and then, if possible, render aid, provided the aid does not exceed his or her training.

- The controller who is made aware of a real emergency will initiate the emergency broadcast on the controller radio network and provide the following information to the Senior Controller and Exercise Director:
    - Venue and function
    - Location within the venue and function
    - Condition
    - Requirements

- If the nature of the emergency requires suspension of the exercise at the venue or function, all exercise activities at that facility will immediately cease. Exercise play may resume at that venue or function after the situation has been addressed.

- Exercise play at other venues and functions should not cease if one venue or function has declared a real-world emergency, unless they rely on the affected venue.

- If a real emergency occurs that affects the entire exercise, the exercise may be suspended or terminated at the discretion of the Exercise Director and Senior Controller.

Site Access

Security

Each venue's security and access protocols and personnel will control entry to any exercise venue. To prevent confusion and interruption of the exercise, access to exercise sites will be limited to exercise participants only. Players should advise their venue's controller or evaluator if an unauthorized person is present. Each organization should follow its internal security procedures, augmented as necessary to comply with exercise requirements.

Observer Coordination

Each organization with observers will coordinate with the respective exercise site for which they are controlling and with the appropriate security staff at the site.

Communications Plan

Exercise Start, Suspension, and Termination Instructions

The exercise is scheduled to run until the Exercise Director and determines that exercise objectives have been met. The Exercise Director will announce the start of the exercise and exercise suspension or termination through the ESF 8 Portal Messaging application.

Player Communications

Players will use routine, in-place agency communication systems such as the ESF-8 Portal Messaging module. Additional communication assets may be made available as the exercise progresses. Each venue will coordinate its own internal communication networks and channels.

The primary means of communication among the exercise players will be the ESF-8 messaging module, ESF-8 portal, HRSA radio channels, and telephone.

Communications Check

The day before the exercise starts, the Exercise Director will conduct a communications check using the ESF 8 Portal Messaging module to ensure redundancy and uninterrupted flow of control information.

CHAPTER 3: PLAYER INFORMATION AND GUIDANCE

Exercise Staff

Exercise Director

The Exercise Director has overall responsibility for planning, coordinating, and overseeing all exercise functions. The Exercise Director also manages exercise activities and maintains close dialogue with the Senior Controller about the status of play and achievement of exercise objectives.

Exercise Director: Rosanne Prats assisted by Henry Yennie

Senior Controller

The Senior Controller is responsible for overall organization of the exercise and takes direction from the Exercise Director. The Senior Controller monitors exercise progress and coordinates decisions regarding deviations or significant changes to the scenario caused by unexpected developments during play. The Senior Controller monitors actions by individual controllers and ensures that they implement all designated and modified actions at the appropriate time. The Senior Controller debriefs controllers and evaluators after the exercise and oversees setup and takedown of the exercise.

Senior Controller: Henry Yennie assisted by Faith Roussell-Willis

Safety Controller

The Exercise Director will service as the lead Safety Controller.

Controllers/Evaluators

In this exercise, the Controllers will also work as Evaluators, assisting the SIMCELL in keeping the exercise on track and to ensure that the objectives of the exercise are addressed. They will issue exercise materials to players as required, monitor the exercise timeline, and monitor the safety of all exercise participants. Controllers also provide injects to players, as described in the MSEL. Specific controller responsibilities are addressed in the C/E Handbook. Controllers/Evaluators are SMEs who record events that take place in their assigned location and submit documentation for review and inclusion in the After Action Report (AAR)

GOHSEP EOC Controller/Evaluator: Faith Roussell-Willis
Leadership Controller/Evaluator: Nicole Coarsey
Data Cell EOC Controller/Evaluator: Henry Yennie
Region 3 AMP Controller/Evaluator: Kim Beetz
Region 9 AMP Controller/Evaluator: Keith Peek
Region 6 Controller/Evaluator: Kirk Lacour
LERN Communications Center Controller/Evaluator: Jane Claxton

Player Instructions – All Players

Before the Exercise

- Review appropriate emergency plans, procedures, and exercise support documents.

- Review the use of ESF 8 systems, including contact information, generator information, etc.

- If at a specific exercise locations, be at the appropriate site at least 30 minutes before the exercise starts. Sign in when you arrive.

- If you gain knowledge of the scenario before the exercise, notify a controller so that appropriate actions can be taken to ensure a valid evaluation.

During the Exercise

- Do not engage in personal conversations with controllers, evaluators, observers, or media personnel. If you are asked an exercise-related question, give a short, concise answer. If you are busy and cannot immediately respond, indicate that, but report back with an answer as soon as possible.

- If you do not understand the scope of the exercise, or if you are uncertain about an organization or agency's participation in an exercise, ask a controller.

- Parts of the scenario may seem implausible. Recognize that the exercise has objectives to satisfy and may require incorporation of unrealistic aspects.

- When communicating during the exercise, identify the organization, agency, office, or individual with whom you wish to speak.

- Speak when you take an action. This procedure will ensure that evaluators are aware of critical actions as they occur.

- Maintain a log of your activities. Many times, this log may include documentation of activities that were missed by a controller or evaluator.

After the Exercise

- Participate in the Hot Wash designated for you with controllers and evaluators.

- Complete the Participant Feedback Form. This form allows you to comment candidly on emergency response activities and exercise effectiveness. Provide the completed form to a controller or evaluator.

- Provide any notes or materials generated from the exercise to your controller or evaluator for review and inclusion in the AAR.

Player Instructions

Please refer to the attached Player Roles and Scripts documents (Attachment E).

Simulation Guidelines

Because the Exercise is of limited duration and scope, the physical description of what would fully occur at the incident sites and surrounding areas will be relayed to players by simulators or controllers.

CHAPTER 4: EVALUATION AND POST-EXERCISE ACTIVITIES

Exercise Documentation

The goal of the Exercise is to comprehensively exercise and evaluate ESF-8's plans and capabilities as they pertain to responding to a large-scale statewide incident or event. After the exercise, data collected by controllers, evaluators, and players will be used to identify strengths and areas for improvement in the context of the exercise objectives.

Exercise Evaluation Guides (EEGs)

ESF 8 has developed Exercise Evaluation Guides (EEGs) that identify expected activities for evaluation, provide consistency across exercises, and link individual tasks to disciplines and expected outcomes.

These EEGs have been selected because the activities they describe can be expected to be observed during the exercise. The EEGs will guide evaluation to match the exercise objectives. Supplemental evaluation materials designed for the Exercise may also be used.

Hot Wash

Immediately after completion of exercise play, controllers will facilitate a Hot Wash with players from their assigned location. The Hot Wash is an opportunity for players to express their opinions about the exercise and their own performance. At this time, evaluators can seek clarification regarding certain actions and what prompted players to take them. The Hot Wash should not last more than 30 minutes. Evaluators should take notes during the Hot Wash and include these observations in their analysis.

Controller and Evaluator Debriefing

Controllers, evaluators, and selected exercise participants will attend a facilitated Controller and Evaluator Debriefing the day after the exercise concludes and is currently scheduled for June 26th starting at 1:00 PM. During this debriefing, these individuals will discuss their observations of the exercise in an open environment to clarify actions taken during the exercise. Evaluators should take this opportunity to complete their EEGs for submission to the Lead Evaluator and begin the analysis process outlining issues to be included in the AAR.

After Action Report (AAR)

The AAR is the culmination of the 2013 ESF 8 Functional Exercise. It is a written report that outlines strengths and areas for improvement identified during the exercise. The AAR will include the timeline, executive summary, scenario description, mission outcomes, and capability analysis. The AAR will be drafted by a core group of individuals from the Exercise Planning Team.

After Action Conference and Improvement Plan (IP)

The improvement process represents the comprehensive, continuing preparedness effort of which this exercise is a part. Lessons learned and recommendations from the AAR will be incorporated into an Improvement Plan (IP).

After Action Conference

The After Action Conference, scheduled for July 11th, is a forum for jurisdiction officials to hear the results of the evaluation analysis, validate findings and recommendations in the draft AAR, and begin development of the IP.

Improvement Plan (IP)

The IP identifies how recommendations will be addressed, including what actions will be taken, who is responsible, and the timeline for completion. It is created by key stakeholders from participating agencies during the After Action Conference.

APPENDIX A: EXERCISE SCHEDULE

Time	Personnel	Activity
June 4, 2013		
9:00 AM	Controllers, evaluators, and Exercise Planning Team members	Controller and Evaluator Briefing
June 25, 2013		
8:00 AM	Selected controllers and exercise staff members	Exercise site setup
8:15 AM	Controllers and evaluators	Check-in
8:20 AM	Participants (players, observers, actors)	Registration
8:30 AM	Controllers and evaluators	Communications check
8:45 AM	Participants	Participant briefings
8:55 AM	All	Report to various locations
9:00 AM	All	Start of exercise (StartEx)
4:00 PM	All	End of Day 1
June 26, 2013		
8:30 AM	All	Start of Day 2
12:00 PM	All	End of exercise (EndEx)
1:00 PM	Participants, controllers, and evaluators	Hot Wash
June 26, 2013		
3:00 PM	Controllers, evaluators, and Exercise Planning Team members	Controller and Evaluator Debriefing
July 11, 2013		
9:00 AM	Any Exercise participant, controller, evaluator, planner	AAR Conference

APPENDIX B: EXERCISE SITE MAPS

Not Applicable

(ExPlan)

2013 ESF-8 Functional Exercise

APPENDIX C: PARTICIPATING AGENCIES AND ORGANIZATIONS

Figure C.1 Participating Agencies and Organizations

State
GOHSEP
Department of Health & Hospitals
Louisiana Emergency Response Network
Louisiana Hospital Association
Louisiana Nursing Home Association
Leading Age/Gulf States
Louisiana Assisted Living Association
Regional
GOHSEP Regional Coordinators
Hospital Regional Coordinators
Nursing Home Regional Coordinators
Mass Fatality Regional Coordinators
Healthcare Facilities
Hospitals, state-wide
Nursing Homes, state-wide
Adult Residential Care Providers, state-wide
Other
U.S. Department of Health & Human Services
U.S. TRANSCOM – TPMRC-A
American Medical Response (AMR)
Venyu

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APPENDIX D: WEAPONS POLICY

Not applicable

ATTACHMENT E: PLAYER ROLES AND SCRIPTS

Basic Role: All Facility Types

Role: Status Reporting[2]

Name of Application: EMSTAT

Timing: Upon initial Notification from the ESF 8 Portal detailing reporting requirements.

Actions needed:

- Update your Operating Status, Power Status and Fuel Status
- Update your Census

Follow-Up:

- Provide an update to the above at the next reporting interval

Hospital Role: Basic

Role: Status Reporting

Name of Application: EMSTAT

Timing: Upon initial Notification from the ESF 8 Portal detailing reporting requirements.

Actions needed:

• Update your Operating Status, Power Status and Fuel Status
• Update your Census

Follow-Up:

• Provide an update to the above at the next reporting interval

Hospital Role: Enhanced 1

Role: Status Reporting

Name of Application: EMSTAT

Timing: Upon initial Notification from the ESF 8 Portal detailing reporting requirements.

Actions needed:

- Update your Operating Status, Power Status and Fuel Status
- Update your Census

Follow-Up:

- Provide an update to the above at the next reporting interval

Role: Power Outage Reporting

Name of Application: EMSTAT

Timing: Upon Notification from the ESF 8 Portal

Actions needed:

- Report a loss of public utility power
- Indicate which generators you trigger
- Update your fuel status

Follow-up:

- Provide an update to your power status at the next reporting interval. Change to back on Utility power.
- Turn off your generators.

Role: Fuel Shortage

Name of Application: EMSTAT

Timing: Upon Notification from the ESF 8 Portal

Actions needed:

- Change your status to critically low

Follow-Up:

- Provide an update at the next reporting interval

Role: New Temporary Generator Installed

Name of Application: EMSTAT

Timing: Upon Notification from the ESF 8 Portal

Actions needed:

- Request assistance from the State in entering the information for the generator

Follow-Up:

- None required

Hospital Role: Enhanced 2

Role: Status Reporting

Name of Application: EMSTAT

Timing: Upon initial Notification from the ESF 8 Portal detailing reporting requirements.

Actions needed:

- Update your Operating Status, Power Status and Fuel Status
- Update your Census

Follow-Up:

- Provide an update to the above at the next reporting interval

Role: Patient Evacuation

Name of Application: EMSTAT and At Risk Registry

Timing: Upon initial Notification from the ESF 8 Portal detailing reporting requirements.

Actions needed:

- Notify DRC that the facility is planning to evacuate.
- Begin uploading patient lists into the At Risk Registry, designating some patients as "MIEP Evac".
- Provide a complete data set for these patients.
- At the time your notional evacuation is set to begin, change your Evacuation Status in EMSTAT

Follow-up:

- Your patients will be included on a manifest received from TPMRC.
- The State ESF 8 will upload this manifest into the At Risk Registry.
- Check the At Risk Registry to determine when your patients are leaving, what flights are scheduled so that patient preparation can begin.

Hospital Role: Enhanced 3

Role: Status Reporting

Name of Application: EMSTAT

Timing: Upon initial Notification from the ESF 8 Portal detailing reporting requirements.

Actions needed:

- Update your Operating Status, Power Status and Fuel Status
- Update your Census

Follow-Up:

- Provide an update to the above at the next reporting interval

Role: Power Outage Reporting

Name of Application: EMSTAT

Timing: Upon Notification from the ESF 8 Portal

Actions needed:

- Report a loss of public utility power
- Indicate which generators you trigger
- Update your fuel status

Follow-up:

- Provide an update to your power status at the next reporting interval. Change to back on Utility power.
- Turn off your generators.

Role: Fuel Shortage

Name of Application: EMSTAT

Timing: Upon Notification from the ESF 8 Portal

Actions needed:

• Change your status to critically low

Follow-Up:

• Provide an update at the next reporting interval

Hospital Role: Enhanced 4

Role: Status Reporting

Name of Application: EMSTAT

Timing: Upon initial Notification from the ESF 8 Portal detailing reporting requirements.

Actions needed:

- Update your Operating Status, Power Status and Fuel Status
- Update your Census

Follow-Up:

- Provide an update to the above at the next reporting interval

Role: Volunteer Management

Name of Application: EMMA and WebEOC (for GOHSEP EOC and CCP staff)

Timing: Upon Notification from the ESF 8 Portal

Actions needed:

- Report a need for Registered Nurses to the Hospital DRC
- Hospital DRC requests activation of the LAVA system from the ESF 8 state staff

Follow-up:

- As directed by the Hospital DRC and/or the CCP LAVA staff

Nursing Home/ARCP Role: Basic

Role: Status Reporting

Name of Application: EMSTAT

Timing: Upon initial Notification from the ESF 8 Portal detailing reporting requirements.

Actions needed:

• Update your Operating Status

• Update your Power Status

• Update your Fuel Status

• Update your Census

Follow-Up:

• Provide an update to the above at the next reporting interval

Nursing Home/ARCP Role: Enhanced 1

Role: Status Reporting

Name of Application: EMSTAT

Timing: Upon initial Notification from the ESF 8 Portal detailing reporting requirements.

Actions needed:

- Update your Operating Status

- Update your Power Status

- Update your Fuel Status

- Update your Census

Follow-Up:

- Provide an update to the above at the next reporting interval

Role: Power Outage Reporting

Name of Application: EMSTAT

Timing: Upon Notification from the ESF 8 Portal

Actions needed:

- Report a loss of public utility power

- Indicate which generators you trigger

- Update your fuel status

Follow-up:

- Provide an update to your power status at the next reporting interval. Change to back on Utility power.

- Turn off your generators.

Role: Fuel Shortage

Name of Application: EMSTAT

Timing: Upon Notification from the ESF 8 Portal

Actions needed:

- Change your status to critically low

Follow-Up:

- Provide an update at the next reporting interval

Role: New Temporary Generator Installed

Name of Application: EMSTAT

Timing: Upon Notification from the ESF 8 Portal

Actions needed:

- Request assistance from the State in entering the information for the generator

Follow-Up:

- None required

Nursing Home/ARCP Role: Enhanced 2

Role: Status Reporting

Name of Application: EMSTAT

Timing: Upon receipt of initial Notification from ESF 8 Portal outlining reporting requirements.

Actions needed:

- Update your Operating Status
- Update your Power Status
- Update your Fuel Status
- Update your Census

Follow-Up:

- Provide an update to the above at the next reporting interval

Role: Resident Evacuation

Name of Application: EMSTAT

Timing: Upon receipt of Notification from ESF 8 Portal

Actions needed:

- Notify DRC and the LNHA desk at GOHSEP that the facility is planning to evacuate.
- Begin or continue uploading/creating/managing residents into EMSTAT, ensuring that "Red/Yellow/Green" designations are complete.
- Provide a complete data set for these patients.
- At the time your notional evacuation is set to begin, change your Evacuation Status in EMSTAT

Follow-up:

- Indicate the destination facility for each patient, using the bulk edit features of EMSTAT.
- Periodically change the location of patients as they arrive at their destinations.

Nursing Home/ARCP Role: Enhanced 3

Role: Status Reporting

Name of Application: EMSTAT

Timing: Upon initial Notification from the ESF 8 Portal detailing reporting requirements.

Actions needed:

- Update your Operating Status
- Update your Power Status
- Update your Fuel Status
- Update your Census

Follow-Up:

- Provide an update to the above at the next reporting interval

Role: Power Outage Reporting

Name of Application: EMSTAT

Timing: Upon Notification from the ESF 8 Portal

Actions needed:

- Report a loss of public utility power
- Indicate which generators you trigger
- Update your fuel status

Follow-up:

- Provide an update to your power status at the next reporting interval. Change to back on Utility power.
- Turn off your generators.

Role: Fuel Shortage

Name of Application: EMSTAT

Timing: Upon Notification from the ESF 8 Portal

Actions needed:

- Change your status to critically low

Follow-Up:

- Provide an update at the next reporting interval

Leadership Roles

Role: ESF 8 Leadership

Name of Application: None

Timing: Upon notification from the ESF 8 Portal or direct suggestion from the GOHSEP Controller/Evaluator

Actions needed:

- Request UCG Briefing from the Data Cell Liaison
- Review the Briefing package and ask for additional information as needed

Follow-Up:

- Review the briefing and simulate participation in a mock UCG discussion and follow-up

Role: ESF 8 Leadership

Name of Application: Tableau

Timing: Upon notification from the ESF 8 Portal or direct suggestion from the GOHSEP Controller/Evaluator

Actions needed:

- Access the Tableau information server and explore the visualization products
- Make additional visualization requests based on your anticipated information needs for the next UCG

Follow-up:

- Continue to follow-up with the Data Cell Liaison to obtain the information needed

Role: ESF 8 Leadership

Name of Application: Tableau and other systems

Timing: Upon notification from the ESF 8 Portal or direct suggestion from the GOHSEP Controller/Evaluator

Actions needed:

• Make additional information requests, including map requests, of the Data Cell Liaison based on your anticipated information needs for the next UCG or to gain additional situational visibility

Follow-up:

• Continue to follow-up with the Data Cell Liaison to obtain the information needed

AMP Controller Role

Role: AMP Controller

Name of Application: At Risk Registry

Timing: Upon notification from the ESF 8 Portal or direct suggestion from the Senior Controller/Evaluator

Actions needed:

- Review the patient data submitted by hospitals in the appropriate region
- Advise hospitals about patient data errors or needs

Follow-Up:

- Indicate that the hospitals' patients are ready in the At Risk Registry when data is complete.

Role: AMP Controller

Name of Application: At Risk Registry

Timing: Upon notification from the ESF 8 Portal or direct suggestion from the Senior Controller/Evaluator

Actions needed:

- Review the manifest information for patients requiring evacuation
- Run the Evacuation and AMP reports as needed
- Run through patient transport planning to determine if the information in the ESF 8 systems can support such planning

Follow-up:

- Consult with the GOHSEP EOC on data needs and protocol needs

Role: AMP Controller

Name of Application: At Risk Registry

Timing: Upon notification from the ESF 8 Portal or direct suggestion from the Senior Controller/Evaluator

Actions needed:

- Make a request to the GOHSEP EOC to determine if your AMP has sufficient transportation resources to evacuate the patient load forecasted by hospitals.

Follow-up:

- Evaluate the reports and guidance provided by the GOHSEP EOC

Data Cell Liaison and Manager Role

Role: Data Cell Liaison and Manager

Name of Application: All ESF 8 applications including GIS and Tableau

Timing: Upon notification from the ESF 8 Portal, direct suggestion from the Senior Controller/Evaluator, or direct request from ESF 8 Leadership

Actions needed:

• Produce the UCG Briefing document as needed

Follow-Up:

• Brief the ESF 8 Leadership on the UCG Briefing and respond to questions and additional requests for information

Role: Data Cell Liaison and Manager

Name of Application: All ESF 8 applications including GIS and Tableau

Timing: Upon notification from the ESF 8 Portal, direct suggestion from the Senior Controller/Evaluator, or direct request from ESF 8 Leadership

Actions needed:

• Respond to any additional ad hoc information requests from the ESF 8 Leadership

Follow-up:

• Brief the ESF 8 Leadership on the additional information produced as a result of the ad hoc requests.

Role: Data Cell Liaison and Manager

Name of Application: EMSTAT

Timing: Upon notification from the ESF 8 Portal or direct suggestion from the Senior Controller/Evaluator

Actions needed:

• Manage the Data Cell staff to ensure that non-compliance protocols are executed and that sufficient facility status information is obtained.

Follow-up:

• Provide compliance reports at the end of each reporting period.

Mass Casualty Incident Commander Role

Role: Mass Casualty Incident Commander

Name of Application: Resource Management and Messaging

Timing: Upon notification from the ESF 8 Portal or direct suggestion from the Senior Controller/Evaluator

Actions needed:

- Act as Incident Commander for the mass casualty scenario, working with LERN and other providers for patient routing
- Work with the Mass Fatality Incident Commander to coordinate scene resources and operations.

Follow-Up:

- Brief the GOHSEP EOC team and ESF 8 Leadership on the status of patient routing

Mass Fatality Incident Commander Role

Role: Mass Fatality Incident Commander

Name of Application: Resource Management, Messaging, Mass Fatality Application

Timing: Upon notification from the ESF 8 Portal or direct suggestion from the Senior Controller/Evaluator

Actions needed:

- Act as Incident Commander for the mass fatality scenario, working with the local coroner, sheriff, Mass Casualty Incident Commander, and other stakeholders for operational planning
- Develop a Concept of Operations to respond to the scenario and identify resources needed.

Follow-Up:

- Brief the GOHSEP EOC team and ESF 8 Leadership on the status of patient routing